

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 09/10)

CALIFORNIA ENERGY COMMISSION



☒ New Contract      ☐ Amendment to Existing Contract: 400-10-016      Amendment Number: \_\_\_\_\_

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Martha Brook	37	916-654-4086	1/1/90

Contractor's Legal Name	Federal ID Number
Bruce Wilcox, P.E.	Federal ID # 533-46-8094      -

Title of Project
Residential Building Energy Science

Term	Start Date	End Date	Amount
New/Original Contract	06 / 30 / 11	06 / 30 / 13	\$ 1,200,000.00

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

### Business Meeting Information

Proposed Business Meeting Date	6/29/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Martha Brook	Time Needed:	10 minutes

### Agenda Item Subject and Description

Possible \$1,200,000 technical support services agreement with Bruce Wilcox, P.E. for residential building energy science to implement the 2013 Residential Building Energy Efficiency Performance Standards.

**Business Meeting approval is not required for the following types of contracts:** *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

### Purpose of Contract or Purpose of Amendment, if applicable

This architectural and engineering professional services technical support contract will provide the Energy Commission access to residential building energy science experts that are not available within state service. The Contractor will work under the direction of the Energy Commission to complete engineering and econometric analyses as well as the analysis tool development that is needed to support the advancement of residential building energy performance that is the objective of the state's Building Energy Efficiency Standards (Standards). The majority of technical services currently needed by the Energy Commission revolve around the design, specification and development of building energy analysis tools needed to support the implementation of the residential performance Standards.

### California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?
 

☐ Yes: skip to question 2      ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because Contract mostly involves engineering analysis and software development.
- If contract is considered a "Project" under CEQA:
 

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_

☐ Categorical Exemption. List CCR section number: \_\_\_\_\_

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section: \_\_\_\_\_

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	State - ERPA			\$
ECAA	\$		\$	No	Other			\$
State- ERPA	\$1,200,000	10-11	\$336,379	Yes	State - ERPA	10-11	400.001	\$336,379
Federal	\$	11-12	\$863,621	No	State - ERPA	11-12	400.001	\$863,621
PIER - E	\$		\$	No	State - ERPA			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$1,200,000		TOTAL:	\$1,200,000		TOTAL: \$1,200,000			
Reimbursement Contract #:					Federal Agreement #: N/A			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Bruce Wilcox	Name:	Bruce Wilcox
Address:	1110 Monterey Ave.	Address:	1110 Monterey Ave.
City, State, Zip:	Berkeley, CA 94707	City, State, Zip:	Berkeley, CA 94707
Phone/ Fax:	(510) 528-4406	Phone/ Fax:	(510) 528-4406
E-Mail:	bwilcox@lmi.net	E-Mail:	bwilcox@lmi.net

**Contractor Is**

- ☒ Private Company (including non-profits)  
☐ CA State Agency (including UC and CSU)  
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

**Selection Process Used**

- ☒ Solicitation RFQ Solicitation #: 400-10-402  
☐ Non Competitive Bid (Attach CEC 96)  
☐ Exempt Select Exemption (see instructions)

**Civil Service Considerations**

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)  
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)  
☒ The Services Contracted:  
☒ are not available within civil service  
☒ cannot be performed satisfactorily by civil service employees  
☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.  
☐ The Services are of such an:  
☐ urgent  
☐ temporary, or  
☐ occasional nature  
 that the delay to implement under civil service would frustrate their very purpose.

**Justification:**

This architectural and engineering professional services technical support contract will provide the Energy Commission access to residential building energy science experts that are not available within state service. The Contractor will work under the direction of the Energy Commission to complete engineering and econometric analyses as well as software tool development.

**Payment Method**

- ☒ A. Reimbursement in arrears based on:  
☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time  
☐ B. Advanced Payment  
☐ C. Other, explain:

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**Retention**

1. Is contract subject to retention? ☐ No ☒ Yes  
 If Yes, Do you plan to release retention prior to contract termination? ☒ No ☐ Yes

**Justification of Rates**

Comparisons with other approved contractors have been completed and the costs are comparable.

**Disabled Veteran Business Enterprise Program (DVBE)**

1. ☐ Not Applicable  
 2. ☒ Meets DVBE Requirements DVBE Amount:\$ TBD - Work Auths. DVBE %: TBD  
     ☐ Contractor is Certified DVBE  
     ☒ Contractor is Subcontracting with a DVBE: DHS Associates  
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

**Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?**

- ☒ No ☐ Yes  
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

**Is Contractor subcontracting any services?**

- ☐ No ☒ Yes  
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:  
 Enercomp, Chitwood Energy Management, Proctor Engineering, Itron, ☒ No ☐ SB ☐ MB ☐ DVBE  
 Davis Energy Group, Benningfield Group, Phil Niles, William Beckman, ☒ No ☐ SB ☐ MB ☐ DVBE  
 SAC Software, Wrightsoft Corp., EnergySoft, L'Monte, Rasent, TESS, ☒ No ☐ SB ☐ MB ☐ DVBE

**Miscellaneous Contract Information**

1. Will there be Work Authorizations? ☐ No ☒ Yes  
 2. Will there be IT expenditures? ☐ No ☒ Yes  
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes  
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes  
 5. Check frequency of progress reports  
     ☒ Monthly ☐ Quarterly ☐ Other...  
 6. Will a final report be required? ☐ No ☒ Yes  
 7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes  
     A multi-year contract is necessary to complete the software development, testing and deployment.

**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A. ☐ N/A ☒ Attached  
 2. Budget Detail, Attach as Exhibit B. ☐ N/A ☐ Attached  
 3. CEC 96, NCB Request ☐ N/A ☐ Attached  
 4. CEC 30, Survey of Prior Work ☐ N/A ☐ Attached  
 5. CEC 95, DVBE Exemption Request ☐ N/A ☐ Attached  
 6. Draft CEQA Notice of Exemption (NOE) ☐ N/A ☐ Attached  
 7. Resumes ☐ N/A ☐ Attached

Contract Manager \_\_\_\_\_ Date \_\_\_\_\_ Office Manager \_\_\_\_\_ Date \_\_\_\_\_ Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.  
 See Business Meeting Information Section.

Presiding Policy Committee \_\_\_\_\_ Date \_\_\_\_\_ Associate Policy Committee \_\_\_\_\_ Date \_\_\_\_\_ Executive Director \_\_\_\_\_ Date \_\_\_\_\_

